



APPLICATION INSTRUCTIONS SECURITY OFFICER

PART 1: OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

- ▶ If you have held a professional license, contact a customer service representative at **1.866.270.9817** for assistance with accessing your existing license record.
- 1. Visit <http://www.dkra.dc.gov/security>
- 2. Access the licensing portal under Licensing Services by clicking "+" sign
- 3. Click the link "click here"
- 4. Click "**Register**" under "**New Individual Applicant**" heading on the left side of the screen.
- 5. Follow the prompts to register for a new account by entering your personal information and click "**Save**"
- 6. Start a new application by clicking "**My Applications**"
- 7. Scroll down to locate the Application for Security Officer under the "**Security Officer**" section
- 8. Click "**Begin**"
 - ▶ Read the prompt and record the Unique Identifier for your reference
- 9. Click "**Proceed to Application**"
 - ▶ Please read and follow the instructions under each [blue section](#)
 - ▶ Click on the small plus sign (+) to view detailed instructions
 - ▶ **DO NOT** click on "Save" unless you will continue the application at a later time
 - ▶ Once you complete all the required sections the application will turn [green](#)
 - ▶ Click "*SUBMIT WITH COMMENTS*" if you have comments **OR** "*SUBMIT WITHOUT*" if you don't have comments.
- 10. Click "**Complete Affidavit**" located at the bottom right of the application
 - ▶ Verify that your address, phone number, and email are correct
 - ▶ If you need to make a correction, click "**Update Address**"

- ▶ Once you are done correcting the information, return to your application by clicking on **"My Applications"** and then **"Current Applications"**

11. Agree that all information in the application is true by selecting **"Yes"**

12. Click **"Proceed to Payment"**

- ▶ **If the agency paid for your application, you will need to log back into your account in order to submit your application for review.**
- ▶ **If you are paying for your own license fee, please move to the next step.**

13. Agree to the terms and conditions by clicking **"Continue"**

14. View receipt and print **OR** keep a copy on your mobile device to present at SOMB



PART 2: SECURITY OFFICER'S MANAGEMENT BRANCH

Please submit the required documents to:
2000 14th St NW, Suite 302, Washington, DC 20009

Hours:

Monday- Thursday – 8:00am to 2:00pm

NOTE

YOUR APPLICATION WILL BE IN “MPD REVIEW” UNTIL YOU SUBMIT THE BELOW DOCUMENTS TO SOMB

REQUIRED DOCUMENTS

- ☐ Confirmation of payment for license
 - ▶ Bring a copy of the receipt or show to staff from smart phone/tablet
- ☐ Confirmation of fingerprint receipt from Civilian Fingerprinting
 - ▶ Fingerprinting will be conducted at 300 Indiana Ave. *by appointment only.*
 - ▶ Please [CLICK HERE](#) in order to schedule an appointment.
- ☐ Authorization to Release form ([click here to download document](#))
 - ▶ Notarized
 - ▶ Dated within 90 days
- ☐ Arrest Affidavit ([click here to download document](#))
 - ▶ Notarized
 - ▶ Dated within 90 days
- ☐ Drug Screening Report
 - ▶ Dated within 90 days
 - ▶ If drug screen report results are **positive** – must submit supporting documents from physician
- ☐ Physical Examination
 - ▶ Dated within 90 days – must have physician's signature